



# Common Application Software

This year I have done a range of assessments and used a wide variety of software applications on the operating system, Windows 7.

I have used **Microsoft Word** to show all of my evidence or text and screen shots. In my report, I got to screen shot websites, and show what design elements were good and weren't. Such as if the colours they used worked well for advertising their products. The purpose of Microsoft Word is it is a word processing application. Any application designed to make writing, editing, spell-check, thesaurus use, and such on the computer easier and faster. (Google)



## Bibliography

Google. (n.d.). *Google*. Retrieved October 22, 2012, from Google Dictionary: <https://www.google.co.nz/search?safe=strict&q=a+word+processing+application.+&ie=utf-8&oe=utf-8&aq=t&rls=org.mozilla:en-US:official&client=firefox-a#hl=en&safe=strict&client=firefox-a&hs=ikk&rls=org.mozilla:en-US:official&q=word+processing+application&tbs>

These are some key features of Microsoft word:

Cropping - When taking the screen shot, I had to crop the picture to see it easier. By doing this, the crop deleted all the part of the picture I didn't want to show. Because of this, the crop allowed me to show the important part of the screen shot.

Pictures - I used also used Word to import and display different types of pictures. E.g. bitmap, jpg and many more.

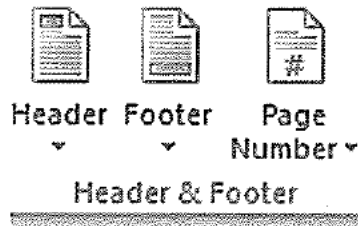


Bullets/Numbers - Word has extensive list of bullets and numbering features used for tables, lists, pages, chapters, headers, footnotes, and tables of content. Bullets and numbering can be applied directly or using a button or by applying a style or through use of a template.

Font Colours/Size - By changing the colours of fonts, it allowed me to make the document look less boring, but still look suitable for the assessments. And by changing the font size, it allowed me to show the text different. For elderly people the text can be made to size 50, and for teenagers, the text can be set to a size 12.

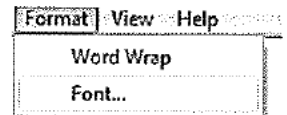


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Header/Footers – I added headers and footers to show more of a sophisticated look and more experienced look to the document. It can show how much work you have really put into the work you have done. I used headers in AS 1.43 to show my ID number and the task that I was doing.

I think that **Microsoft Word** is great software to use for text documents. It allows me to do what I want, and it is easy to use, whereas if I were to use **Notepad** I wouldn't get to do as much, all you can do is change the font and input text into the screen. **Microsoft Word** is powerful software and can allow me to do a number of things.

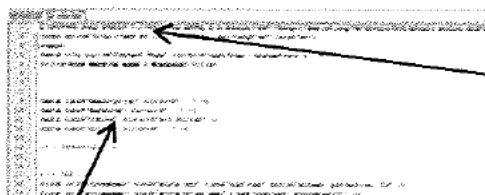


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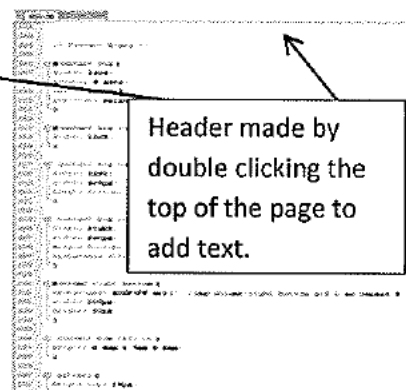
8060 AS1.43 Assessment Evidence

ICT - AS 1-43 - Evidence

## Evidence

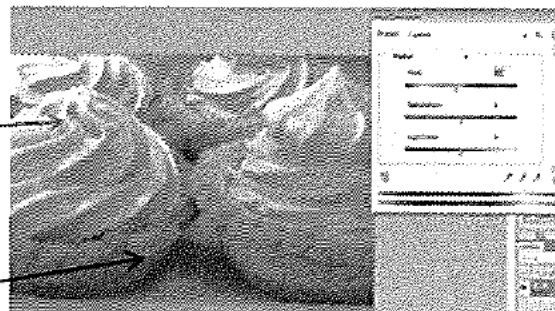
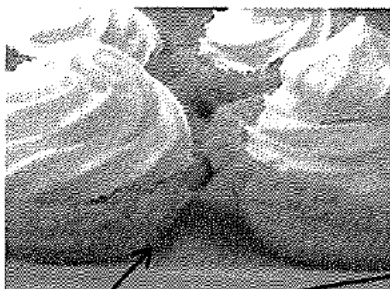


Heading used to show clearly what the section is about. Added by choosing from the ribbon.



Header made by double clicking the top of the page to add text.

...html for my assessment so I can just fill in everything that I need for it. I won't have to spend all of my time just typing up codes. When I can just fill in the gaps that will save me a lot of time. Creating the template for the .css so I can save time for images and video's and things. Also giving myself comments to remind myself about what I need to change and fill into my .css and .html. Also making sure that I save all of the documents into the same file so that the website works.



Pictures cropped to size of being able to fit into the page next to each other. Also only showing importance of photo.

...changing the colour of the banana tarts, to pink and changing the ... to strawberry tarts. I changed it because I thought they ... really cute and bright for people to buy.

The purpose of Microsoft Access is a database application. An application program applies database management techniques to implement specific data manipulation and reporting tasks. I also used **Microsoft Access** to create a database, queries, reports and forms. Access is used to create tables.

(Corporation, 2005)

## Bibliography

Corporation, I. (2005, November 2). *IBM*. Retrieved October 22, 2012, from <http://publib.boulder.ibm.com/infocenter/idshelp/v10/index.jsp?topic=/com.ibm.sqlr.doc/sqlrmst313.htm>

**Size** -It allows me to change the size of the tables. Because of this great feature, I could show all of the text in the tables. By resizing from pulling one of the lines of a box, it allowed me to show all of the text in the table and made it more easy and clear to follow.

**Multi-Tables** -Features of Microsoft Access include being able to create more than one table that can be used in collaboration with Microsoft Word for Mail-merged Newsletters. For example, I created a tennis club members table for an assessment. I had to input data from the club.

ID	First Name	Last Name	Date of Birth	First Name	Member Since
1	John	Smith	12 May 1953	\$13 Jimmy (John) co nt	1955
2	Jimmy	Burns	14 May 1951	\$16 Jimmy (John) co nt	2000
3	John	Green	15 May 1975	\$18 Jimmy (John) co nt	1989
4	John	Smith	16 May 1974	\$19 Jimmy (John) co nt	2000
5	John	Smith	17 May 1945	\$20 Jimmy (John) co nt	1975
6	John	Smith	18 May 1945	\$21 Jimmy (John) co nt	1990
7	John	Smith	19 May 1958	\$22 Jimmy (John) co nt	2000
8	John	Smith	20 May 1955	\$23 Jimmy (John) co nt	1975
9	John	Smith	21 May 1959	\$24 Jimmy (John) co nt	2000
10	John	Smith	22 May 1959	\$25 Jimmy (John) co nt	1975
11	John	Smith	23 May 1959	\$26 Jimmy (John) co nt	2000
12	John	Smith	24 May 1959	\$27 Jimmy (John) co nt	1975
13	John	Smith	25 May 1959	\$28 Jimmy (John) co nt	2000
14	John	Smith	26 May 1959	\$29 Jimmy (John) co nt	1975
15	John	Smith	27 May 1959	\$30 Jimmy (John) co nt	2000

**Forms** -I also used the ability to create forms to enter information that was required quickly and efficiently. The forms allowed me to add in, remove or change a member from the club. It also gave the members an ID number to help find a member fast.

**TTC New Members Details**

ID: 1

First Name: John

Last Name: Smith

Date of Birth: 12 May 1953

First Name: \$13 Jimmy (John) co nt

Member Since: 1955

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Queries – I also used queries to find information that was required quickly and efficiently for the mail merge to sort and select specific information. For e.g. criteria fees > than \$0, this then plucks out the records I need and can sort out who owes money or not. It is also easy to prepare for a mail merge.

Table1	
ID	ID
School	School
Location	Location
TurnDate	TurnDate
MaxTeams	MaxTeams
TeamsRegedToDate	TeamsRegedToDate
	Sport
	DurDays

I changed the colours that made it easy to follow and look less boring to people.

I can also change the layout of the table to look more suitable to the information that I am showing.

I can change the text in the text boxes to show what the column will represent.

From the work I did on **Microsoft Access**, I can say that from using this software it made it so much more easier for me to create a mail merge from the data that I wanted. It was so simple to just insert it in for the Tennis club and the send out a letter to who needed to pay fees or not. It saved me so much time, rather than writing a letter for each person. If I was to use **Microsoft Excel**, it would only show each member in the club, rather than me being able to pick out the ones I want and don't, I have to delete them and put them into a different document.

Julie Giles  
Fees Owning \$ 124  
 Jimmy Smith  
Fees Owning \$ 33

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I also used **Adobe Photoshop** to edit my photos for the website assessment. This allowed me to edit separate layers of a photo I took. The purpose of Adobe Photoshop is also image manipulation software.

The Quick Selection Tool - Allowed me to select an amount of a picture, to either change the colour of or crop etc.

Saving - Adobe Photoshop is image manipulation software that saves files in many different file forms, such as PSDs, bitmaps, jpegs, gifs and pngs. This is useful as it allows the user to determine the quality and size of the file and whether or not it is compressed. It is useful that Photoshop does not automatically compress the files as it means they can save their layers. If it was saved in a .jpg file, then it cannot be edited again. (Harbour, 2012)

### Bibliography

Harbour, T. E. (2012). *Photoshop/File Formats*. Retrieved October 22, 2012, from Adobe:  
[http://help.adobe.com/en\\_US/photoshop/cs/using/WSfd1234e1c4b69f30ea53e41001031ab64-7758a.html](http://help.adobe.com/en_US/photoshop/cs/using/WSfd1234e1c4b69f30ea53e41001031ab64-7758a.html)

Resizing – By resizing the pictures right, I can make the picture still look the same, but either bigger or smaller. I had to use this when making my website, so that it looked smart and professionally made. But when doing this, I had to make sure that the pictures were no bigger than 720 pixels. If so, then the website will take a while to load the page as the picture is too big for the browser.

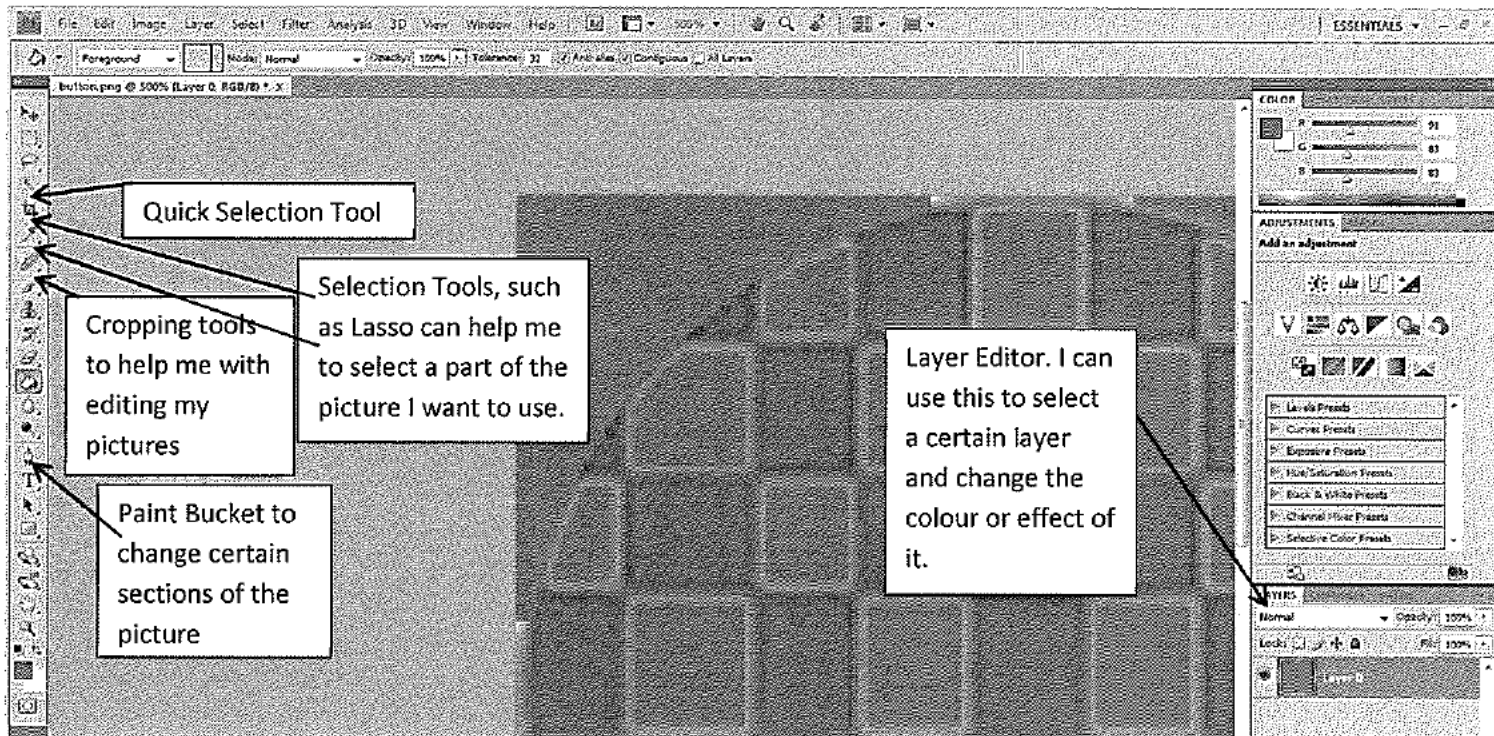
Crop – Cropping photo's on Photoshop is very powerful, I can crop with the basic square, or I can change the shape in one quick step to a circle, or anything else I would want. Whereas on Word, photos can only be cropped in a square.

Changing Colour – I used the quick selection tool, I can easily change the colour of a photo. Either it is Hue/Saturation or just changing the whole pictures colour.

**Adobe Photoshop** includes a wide range of features that helped me with my internals. (AS1.43) Adobe Photoshop can be used to resize, crop and change the colour of any image for my outcome which was a website.

**Adobe Photoshop** is a great software application for what I wanted done. Whereas if I used **Paint**, I would be limited to the editing tools I can use. Paint can only allow me to edit all the layers of the picture. It also uses the basic tools such as crop, cutting a selection in any shape and painting. Whereas Adobe Photoshop is more powerful and can let me do a number of editing tools.



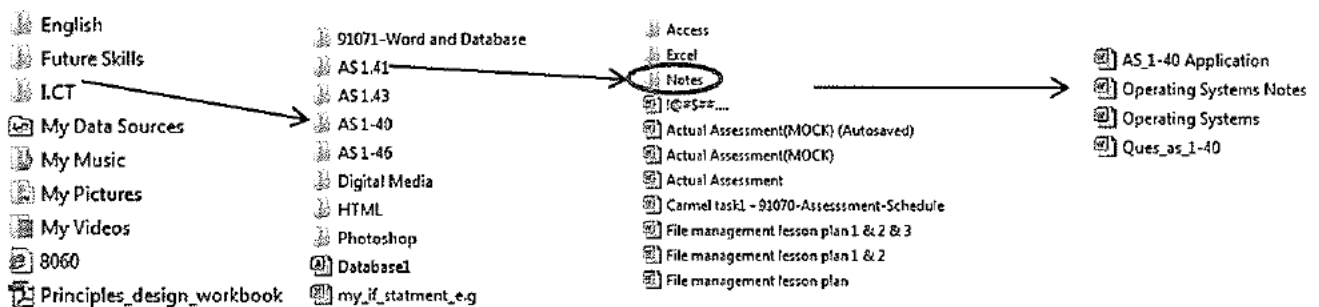


To conclude, I think that Microsoft Word, Access and Adobe Photoshop are amazing software to use. They all work in different ways and produce a great outcome that you are wanting. We're as it's a text document, a form or queries or a mail merge and even editing single layers of a photo. Because Microsoft Word and Access are from the same company, they have added easy steps to bring your forms and queries to Word to create a Mail Merge with ease.

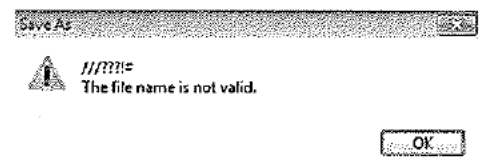
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# File Management

File management is important to be able to access and edit files that you have saved. I structured my files in every subject I think that would need to be for the computer. In each of these main files, there are sub files with every assessment or document that is due for me to do. Folders and sub folders are useful because so we could find our way, which is easy and effective, and then in every sub folder I will have the work needed. But if I have used different software applications for my assessment, then I will have another sub heading with the software used and then the assessment in the software file. I have been specific in the names given to the Files so that they are easy to find and have also been saved in the correct locations which make finding the document easy, and less time consuming. Also by saving my final assessments into the T: Drive, can be easy for me to find my final copy of work if I need it urgently. Where as in my H: Drive, I have all the lessons I have done and the incomplete work.

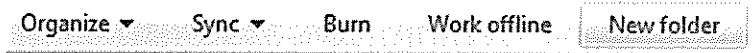


File names should not contain the following characters on a Windows OS CAPS!@#\$\$%, but in Mac OS X will allow all characters except the colon :(sometimes / as well), but if you try to open a Mac OS X file that has restricted Windows characters on Windows machine, it will not work. If so you will get a warning saying that **the file name is valid**. The suffix after the end of a file name is important, as the operating system knows the type of file is placed in the suffix. Because of the system I am on, it will not allow me to change the suffix, because if I tried to change it, it wouldn't allow me to. It is a false suffix. Like the suffix for my Word Documents will be a .doc(older software)/.docx(newer software). In Microsoft Excel, where I had to use the software for my Database assessment, the suffix for it's files is .exc, where as Word, which I used for everything, is a .doc. Each suffix is different to what application I am in.



When you save a Word Document, it will automatically label a suffix, .doc (newer).docx (older) depending on what type of software it is.

E.g. Microsoft Excel, Word, Access, Adobe Photoshop and Fireworks. It would be wrong to change the suffix from it's default because it may open in a different software and it may not do what you want it to do.



I can create a new file by clicking **New Folder** and typing in a suitable and sensible name for the file.



To delete a file, either click and drag the file into the recycle bin, or right click the file, and select **delete** from the pop-up menu. The permanent removal of a file, the recycle bin must be emptied. If you are sure you want files permanently gone, right click on the recycle bin, and select **Empty Recycle Bin** from the pop-up menu.

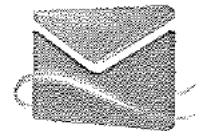
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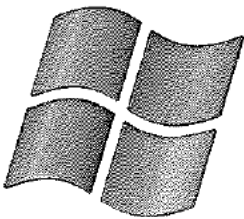
I never save my work onto the desktop, as it isn't safe because the files are not backed up there. It's hard to find and can be hard to open in an emergency. But because I don't save my documents in the desktop, there were **still threats** to my work, such as

- Network access issues: the computers would not let me into my H: Drive
- Some of my work didn't save right or didn't even save

I could avoid threats by backing up all of my work onto a USB Device. This me to save my work onto a external storage device. This would be good to have if I was good at remembering to bring things to class and if I could keep it in one place when I don't need it. But I'm not, so if I had this device, I would lose it, which means I would lose all of my work. I could also e-mail the editable work to myself, this would allow me access my work from any computer anywhere with internet. If I had to work on it, but I don't have internet, then I can't work on it. But other than that, because there is always internet at school and at home, I have no reason to not e-mail it to myself.



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## Operating Systems(OS)

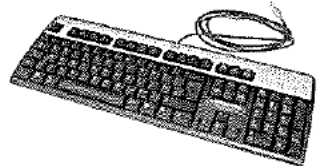
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The Operating System (OS) is the software that controls my Hardware. The OS is the most important program that runs on my computer. All computers require some form of system software. The OS co-ordinates where different data is located in memory, what applications are running, what should be displayed on the monitor, as well as file and folder management, and controlling input and output ports, for devices such as

- Network
- Modem
- Printers – Computers were supposed to usher in the age of the ‘paperless office’; yet, today, more and more printing and paperwork are being produced than ever before. To be familiar with different types of printer is very useful in all manner of industries.
- USB

The OS performs many of its functions without me even being aware of it being done. The OS can operate in the background. Like sending commands to things, opening and closing files and moving data from HD to RAM, etc. This is all done while I am on the computer doing something else. There are many different operating systems for different computers. OS's perform basic tasks such as

Recognizing input from the keyboard and mouse – In every assessment I did with word, I had to type in all the words needed for the assessments. So every time I pressed a key on the keyboard, it would come up onto the screen with the letter or number that I pressed.



Sending input to the display screen from the mouse – When I would move the mouse to any direction I wanted it to, the pointer on the screen would go the same way. When I would click the mouse on the left, the pointer would allow me to go to a new page onto the screen or to select something.

There are also OS's for game consoles (such as PlayStation™), calculators, cell phones and iPads™, through these are often built into the circuitry, using a special type of memory chip called Read Only Memory (ROM). ROM is permanent (not volatile), and cannot be changed or lost, even after power loss.

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(Adrian Bell, 2011)

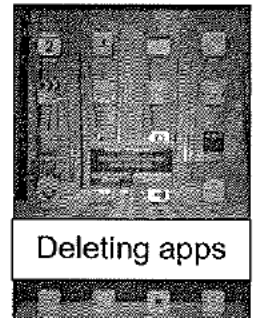
### Bibliography

Adrian Bell, N. B. (2011). *Computing Unit Standards Learning Workbook*. ESA Publications (NZ) Ltd.



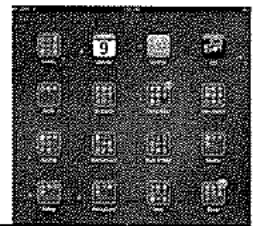
Apple Mac computers have their own OS on their products. On my iPad, I have there latest OS called iOS 6. On my iPad, the iOS 6 OS allows me to move or delete application (apps) software right on the device, organize my apps into folders with suitable names and create a password so if my iPad gets put into the wrong hands, of it gets stolen, then it can protect my personal details from someone.

Move or Delete Apps – All iPads are shipped with a set of apps in the same position on the home screen, and as I add more apps, these will be placed on the home screen in chronological order. When my original home screen fills up, it creates a second home page, which I can accessed by swiping my finger left. If I wanted to rearrange apps, I can do this. Just holding my finger on one of the apps till it jiggles. This will allow me to tap and hold to drag it somewhere. Or if I wanted to delete it, I could just do the same, and then an x would appear in the left corner of every app I can delete. I can just tap the x and it will ask me to confirm if I want to delete.



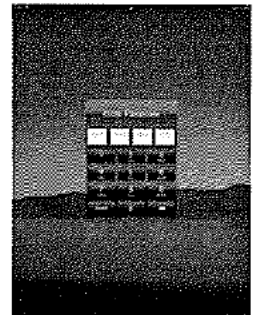
Deleting apps

Organizing apps into folders – My iPad has a selection of home screens, but once I start to download apps, it starts to fill up. Folders make it easier for me to keep everything I have organized. By touching and holding the app, I can drag onto another app and then let go, this will create a folder for me and give me an example of a name for the folder depending on what I put into it. Up to 12 apps can be added to each folder, but if it is a bundled app (Newsstand) then it cannot be added to a folder.



Folder management

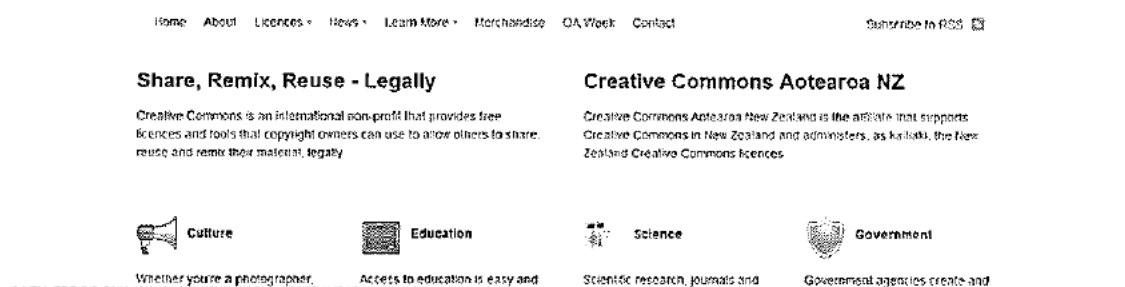
Password – Because I get concerned for my iPad because I can't to school, I am worried about what people will be doing on it when I'm not there, or even when I am there. I can set a password on it to just make sure nothing bad happens to it. I can set it so that it password would come up every time I want to use it, or after a set period of time, it automatically will show up after that time of being unused. I would have to set the password for the first time. But when changing it, I have to enter the password and then change it to a new password. I can make my password simple by have just 4 numbers, or I can make it harder to guess and have text as my password.



Simple 4 passwords with only numbers

# Ethical Consideration

To find the right photos for my assessments, I had to take into consideration whether or not they were someones privacy or not. When searching on the web for the photos for my website I had to do in AS 1.43, I had to think about who will be seeing the photos and who was in the photos. For example, if I were to use a photo from the web, I had to see if the **creative commons** had approved it for being able to use. If I couldn't find any photos of my own from the web that were legal, then I would have to go and take the photo myself.



As you can see, this website allows users to rightfully share peoples work as it would not be illegal. A free public web site for people to use other pictures for free and have no problem with what others are doing with them.

Copyright – In the assessment AS 1.41, I had to compare my own web site to the popular takeaway restaurant 'Subway'. I had to talk about copyright from their web site to mine. This is what I said, "Because if someone decided to make a website and call it the same and have the same pictures and text, then that are copy righting the website. The web page is for the audience and the audience only, not for copying. Subway is promoting them to be a restaurant that serves fresh and health portions as indicated by the quote "Eat Fresh". The key demographic of the website is important because of it, the website contains inappropriate content. It would lose a substantial amount of website popularity. Copyright images or a website which has most of its advertising through the images of food would be a serious concern, because royalties would be due to the owner of the image(s)."

If I would have used copy righted photos in my assessment, then I would be cheating and doing something illegal.

Privacy – In the website I was making in AS 1.43, I had to take into consideration about who I want to see my website, of which the information I had in it wasn't true. If someone was to hack into my Facebook account, I would feel violated that someone is going through my privacy. I have my right to my privacy and my personal information.

That is why I and everyone else, gets provided with a password to keep everything private. It is also illegal for someone to post personal information or photos of somebody else without their permission. This can be taking seriously by some people and my feel hurt by what the hacker is doing. Having somebody hacking your account of anything can be hard. If I was hacked and someone put something rude up, I may not be able to get a job seen as though bosses are now going through people's Facebook to see if they are suitable for the job.

File Security – If I was to save my documents into my folders, I would want to make sure that the document saved in the right place and not in the networking folders, and then I can be safe to say that I am the only one who can see my documents. By sharing my documents on the Network folder, anyone who is on the network can see my work and copy it, which is not what I want. Also if I don't have a proper virus protection on my computer, then if I went onto a web site and click on something, it could be doing anything in the background on the OS and putting as virus through all of my documents. By having this virus protection on, then I know that the computer is safe. If the green circle goes red, then that means that my protection is not working, and that I need to fix it.



Appropriateness of the material in its context – When I was making my web site, I had to make sure that my web site showed and had the context I wanted it to. I wanted it to be on and bakery and only a bakery. No other stupid things like a link to a casino or something stupid like that. As you can see in this screen picture on the left, the web site was meant to be for news on Haiti. But all it seems to have in moving images of stupid things nothing to do with how Haiti is going. They have links to donate, but that is all there is. I think that there is no point on having all of these other images, they do get your attention,

but sometimes there can be too much to help someone. This is too much! They could at least show on the web site what the web site is about and what they are trying to show. There is no purpose to this web site.